



DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5401

NAVRESINFOSYSOFFINST 7410.1
N2

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NAVRESINFOSYSOFF INSTRUCTION 7410.1

Subj: CIVILIAN EMPLOYEES WORK SCHEDULE

Ref: (a) DoD Financial Management Regulations, Vol. 8 of Jan 95
(b) HRONOLAINST 12630.3 W/Change 1 of 28 Oct 94
(c) OCPMINST 12610.1 of 1 Mar 88
(d) HRONOLAINST 12630.1 of 30 Sep 94

1. Purpose. To issue policy and procedures for implementing an alternate work schedule for Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) Civilian Employees.

2. Scope. All NAVRESINFOSYSOFF Civilian Employees.

3. Policy. It is the policy of the Director that all NAVRESINFOSYSOFF civilian employees select a gliding or regular work schedule subject to their Department Head's, approval.

4. Definitions

a. Basic Work Requirement. The basic work requirement, as defined in reference (a), is the number of hours, excluding overtime hours, an employee is required to work or to account for by charging leave. A full-time employee's basic work requirement is 80 hours in a pay period. Department Heads will establish regular work schedules or gliding work schedules to meet NAVRESINFOSYSOFF's operating hours requirement.

b. Core Hours. The hours that the command establishes to be the core of the eight-hour workday that all employees will be present for work. Core hours for this command will be 0900 - 1430.

c. Credit Hours. As defined in reference (b), credit hours are earned at the request of an employee, on a flexible (NAVRESINFOSYSOFF adopts the gliding, schedule as the flexible schedule), only after approved by the employee's supervisor. Credit hours may be worked only by employees on flexible schedules as defined in reference (a). It is the supervisor's responsibility to ensure there is a definite work requirement to earn credit hours. The supervisor is responsible for the

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accurate recording of credit hours earned and used within a pay period. Command policy dictates that no more than 16 hours of credit may be carried over per pay period. Credit hours are in excess of the employee's basic work requirement. Credit hours are distinguished from overtime hours, in that they are not officially ordered in advance by management. Premium pay is not payable for credit hours worked.

d. Operating Hours. The hours of operation that the command establishes to be open for business. Operating hours for this command will be 0730 - 1630. Department Heads will negotiate with the Director if a different starting and ending time is desired as long as it meets the core hour requirement of this command. Department Heads will designate "Acting" if they will not be on-site during operating hours. Departments will be staffed at a minimum of 50% during operating hours.

e. Lunch Period. Per reference (c), normally during each 8-hour shift employees will be allowed a specified period of time to eat lunch. A lunch period is nonwork time for which neither basic nor overtime compensation is payable. When a lunch period is established, (for this command it will be 30 minutes), the length of the shift or "workday" will be extended by the length of the nonwork period. All employees will take a lunch period.

f. Overtime / Compensatory Time. Overtime/compensatory time must be approved in advance by the Director, via the Resource Management Director, and only after the Department Head's approval.

g. Gliding Schedule. According to reference (a), a gliding schedule is a flexible work schedule in which an employee has a basic work requirement of 8 hours in each day and 40 hours in each week. They may select an arrival time each day and may change that arrival time daily as long as it is within the established flexible hours. The employee may vary arrival and departure times without notification. Credit hours may be authorized for this schedule.

h. Absence and Leave. According to reference (d), leave is accrued by pay period for full-time employees and by hours worked for part-time employees. Leave taken is required to be supported by a signed Application for Leave (SF71) from the employee. As defined in reference (b), Navy policy has been to charge leave in increments of one hour. Department of Defense has standardized payroll services under the Defense Civilian Pay System (DCPS), an

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automated program which allows leave to be accounted for in much smaller increments. Command policy allows credit time earned or any leave taken will be earned/taken in 6 minute increments.

5. Discussion

a. Civilian Employee. Ensure the official timecard reflects accurate attendance. Discrepancies should be resolved through the employee's supervisory chain. All supporting documentation of overtime, compensatory hours, or sick/annual leave will be submitted with the timecard. Employees will sign in/sign out each day. GS/GM 14 and above will be exempt from signing in/signing out. Exceptions will be approved by the Director, NAVRESINFOSYSOFF via the Resource Management Director.

b. Authorized Signatures. Department Heads will designate employees (Supervisors, acting supervisors, or other designated representatives) who will be authorized to certify timecards. The names of those designees will be furnished to N21 (Direct) or N22 (Navy Working Capital Fund). N21 or N22 will honor only those timecards with signatures of certification for which a current designation is on file.

c. Supervisor's Responsibilities. Supervisors are responsible for the timely and accurate preparation, certification, and submission of time and attendance.

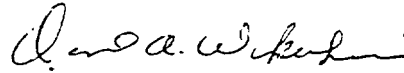
d. Department Head's Responsibilities. Department Heads will appoint a timekeeper and an alternate person to certify timecards, in the supervisor's absence. Department Heads will decide where their department's sign in/sign out station will be.

6. Action. Civilian personnel in the command will follow procedures specified in this instruction. Requests for guidance and advice on civilian personnel policies may be directed to the Director, Resource Management Office. Requests for guidance and advice on posting timecards may be directed to the Financial Management Division. Situations that are unique, complex, or may have further impact (e.g., employee relations or policy changes) must be addressed to the Director, Resource Management Office before action is taken. Department Heads are required to manage civilian time and attendance in a manner that ensures specified

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budgetary targets are not exceeded. This includes management of compensatory time, overtime, and work during holidays.



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Distribution:

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NAVRESINFOSYSOFF Department Heads

NAVRESINFOSYSOFF Civilian Employees